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U.S. DEPARTMENT OF DEFENSE





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Rebalancing Work & Life: Be the Model

BARA LITMAN, PSY.D., CEAP

Today's Presenter



Bara Litman, PSY.D., CEAP Program Manager Massachusetts Institute of Technology (MIT) Work-Life Center

Learning Objectives

- Participants will learn to use tools to assess your current life priorities and their current worklife balance.
- Participants will look at reprioritizing your busy lives to be more in line with their own values and life goals.
- Participants will learn some quick 'mini' refresh tools which will allow you to give more to yourself and others.



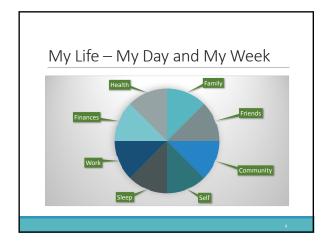
Poll

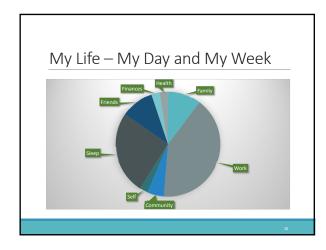
Have you made a New Year's Resolution?

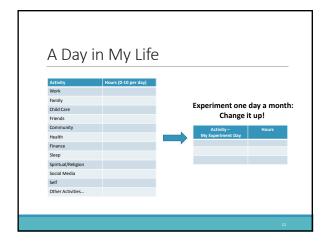
- Yes
- ° No

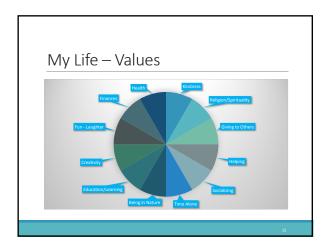
Poll Have you already broken your New Year's Resolution? Yes No











Well-Being

Five essential elements of well-being that transcend culture and location, according to the Gallup-Healthways Well-Being 5, include:

- Purpose (satisfaction with daily activities and the motivation to achieve your goals);
- Social (strong relationships with people who support and care about you);
- $_{\circ}$ $\,\,$ Financial (sufficient financial resources for economic security);
- Community (feeling safe, positive about where you live and part of your neighborhood); and
- o Physical (in good health)

(Gallup, 2014)

From: Boston College Center for Work and Family.

http://www.bc.edu/content/dam/files/centers/cel/research/publications/executivebriefingseries/Executive%25Briefing_Employee%25Wel

Bring Your Best Self to Your Day

Who is your best self?

How do you maintain your best self?



Live Your Values

Bring them with you to:

- Work
- Family and friends
- Community
- Financial
- Self



Tips for Better Internal Balance

- Breathing and Focus
- 3 Good Things
- Ask for Help
- Saying 'No'
- Maintaining Balance Even When Others are Unbalanced



Breathing

- Breathe in (count 1-2-3-4)
- Hold (count 1)
- Breathe out (count 1-2-3-4-5-6-7-8 -slowly)
- Hold (count 1)
- Repeat

Remember: Breath out slowly and steadily, with pursed lips (as if blowing thru a straw)

Poll

What did you notice about your pulse?

- $\,^{\circ}\,$ My pulse speeded up as I exhaled.
- My pulse slowed down as I exhaled.
- $^{\circ}\,$ I couldn't find my pulse and got more distracted.

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Breathing & Focus

Breathing:

o3x3

Focus

- o"...when our minds wander, we often think about unpleasant things: our worries, our anxieties, our regrets..."*
- o"...Happiness may have more to do with the contents of our moment-to-moment experiences than with the major conditions of our lives..."*

*Matt Killingsworth: Does Mind Wandering Make you Unhappy? https://ereatergood.berkelev.edu/article/item/does_mind_wanderine_make_you_unhappy

My Life – Values



3 Good Things

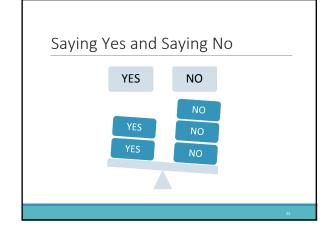
What:

Each day, write down 3 good things that went well for you that day. You can provide an explanation for why they went well. It is important to write these down, not just think them.

Why:

- It helps you focus on the positive, not just the negative of your day.
- It begins to train your mind to remember the positive when you are losing ground to the negative.
- It helps you appreciate the small things which can contribute to well-being, along with the big things.

Ask for Help How am I doing with my Work-Life Balance, from your perspective? • Can you tell me about whether I am spending enough quality time with you, or with this task/project?



Guilt is good if it lasts for no longer than 5 minutes and brings a change in behavior.*

1/W. Robert Baswers - Successful Marriage: A Family Systems Approach to Couple Therapy)

Maintaining Personal Balance – Even When Others are Unbalanced

- 1) Count to 24 (... hours...)
- 2) Don't make assumptions
- 3) Who is your cheerleader at home a
- 4) Take a break
- 5) Ritual for "Leaving Work at Work"
- 6) Don't sweat the small stuff



Rebalancing and Renewal

- Story: Letting things go
- Take three deep breaths early and often.
- Decrease whining Increase gratitude.
- Get centered.
- Make time to Rebalance



Revisiting Resolutions: Rebalancing in 2018

- Breathing 3x3
- 3 Good Things
- Ask for Help
- Saying 'No'
- Maintaining Balance Even When Others are Unbalanced
- Remember that you become what you practice the most. (Richard Carlson – Don't Sweat the Small Stuff)
- What are you going to practice?
 - What will you do differently tomorrow based on what you heard today?

CEU Credit & Certificate

One Survey, two different ways to receive a certificate.

- MFLN Military Caregiving concentration area is offering 1.0 CEU credit from the UT School of Social Work to credentialed participants.
- 2. MFLN Certificate of Completion for providers interested in receiving general training.

To receive a CEU credit OR certificate of completion, please complete the evaluation survey found at:

https://vte.co1.qualtrics.com/jfe/form/SV_cSfGvfnDRjbMxr7

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Upcoming Event

Title: How Providers Can Support Advocacy & Leadership in Parents of Children with Disabilities

Time: 12:00 p.m. Eastern

Date: Wednesday, February 28, 2018

Location: https://learn.extension.org/events/3278

For more information on MFLN Military Caregiving go to: https://militaryfamilies.extension.org/military-caregiving/

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> DoD **Branch Services** Reserve Guard **Cooperative Extension**

in https://www.linkedin.com/groups/8409844



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